
Health and Safety Policy Statement

Barlaston C.E. (VC) First School

“Let Your Light Shine”

Our Mission Statement

“This school is a place of learning, friendship and fun, in a context of Christian values and ethos.

Where each person is uniquely valued and their gifts and potential are nurtured and developed”

Equality Statement

The school is committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.

This policy statement complements (and should be read in conjunction with) the Staffordshire County Council Health, Safety and Welfare Policy, it records the school’s local organisation and arrangements for implementing the County Policy.

The requirement to provide a safe and healthy working environment for all employees is acknowledged and the Governing Body and those in control of the school recognise and take responsibility for compliance with the statutory duties under the Health and Safety at Work etc Act 1974.

In compliance with the Health and Safety at Work Act, this schools Governing Body will ensure so far as is reasonably practicable that:

- all places and premises where staff and pupils are required to work and engage in school activities are maintained in a condition which is safe and without risk to health. (This includes the health and safety of persons on school premises or taking part in school activities elsewhere.)
 - all plant and equipment is safe to use and that arrangements exist for the safe use, handling and storage of articles and substances at work.
 - appropriate safe systems of work exist and are maintained.
 - sufficient information, instruction, training and supervision is available and provided to ensure that staff and pupils can avoid hazards and contribute in a positive manner towards their own health and safety and others.
 - a healthy working environment is maintained including adequate welfare facilities.
4. In addition to the above the school will ensure that so far as is reasonably practicable that the health and safety of non employees is not adversely affected by

its' activities.

5. Employee involvement is an important part of managing safely, and consultation on health and safety with employees and employee representatives forms part of this policy.
6. This policy statement and the accompanying organisational arrangements supersede any previously issued.

Mrs L Bentley-Jones

Mrs A Clarey

Part 2

Health, Safety and Welfare Policy – Organisation and Responsibility

Overall responsibility for health and safety in schools rests with the employer. Who the employer is, depends upon the type of school.

Type of School	Who is the Employer?	Comments
Community Schools Community Special Schools Voluntary Controlled (VC) Schools Maintained Nursery Schools Pupil Referral Units	The County Council.	Governors of schools in this category have an obligation to ensure that the County Council health and safety policy is implemented.
Foundation Schools Foundation Special Schools Voluntary Aided (VA) Schools	The Governing Body.	NOTE. Where County Council employed staff are working on these premises (e.g. cleaning staff) the County Council has responsibility for their health and safety.

Regardless of anything stated above, all school governing bodies have health and safety responsibility as the **occupier** of the premises.

Headteachers must make arrangements for ensuring the implementation of the health and safety policies of their employer and/or any Governing Body arrangements arising out of their health and safety responsibilities.

The County Council's delegation scheme includes provision to ensure that schools meet their health and safety responsibilities and that necessary work is carried out.

Organisation and Responsibilities for Health, Safety and Welfare

Duties and responsibilities for health and safety have been assigned to Staff and Governors based upon the following roles outlined in the County Council's Health, Safety and Welfare Policy

Policy-makers	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.
Planners	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area
Implementers	Ensure that workplace precautions and safe systems of work are developed in order to identify hazards and control risks. Ensure all the systems are working effectively
Assisters	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of

	health and safety competency within their specialised field
Employees	Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Who are the Policy-makers, Planners, Implementers, Assisters and Employees in schools?

	Policy-makers	Planners	Implementers	Assisters	Employees
School Governors					
Headteacher					
School Leadership Team					
Deputy/Assistant Headteacher					
Health and Safety Coordinator					
Heads of Dept					
Teachers					
Managers					
Premises Managers					
Teaching and Classroom Assistants					
Learning Support Staff					
Admin Staff					
Site Supervisor or Caretaker					
Council Health and Safety Policy Group					
Health and Safety Adviser					

County Council Officers e.g. C&LL Directorate Staff Occupational Health Staff Specialist Technical staff HR Adviser					
--	--	--	--	--	--

The responsibilities of Policy Makers, Planners, Implementers, Assisters and Employees within the Policy

Policy-makers	
School Governors Headteacher <i>CC H&S Policy Group</i> <i>H&S Advisers</i>	Devise and produce policy on health, safety and welfare at a strategic level. Preserve, develop, promote and maintain the School's and the Council's health and safety management system. Ensure that health and safety matters are taken into account when organisational decisions are made.

The Policy makers;

- Will be familiar with the overall responsibilities laid down for **Policy Makers** in the County Council Health, Safety and Welfare Policy.
- Must ensure that the school has a structure in place to manage health and safety which includes; planning, implementation of these plans, monitoring, and reviewing and auditing. This must be integrated into general day to day management.
- Will ensure that plans for continuous improvement in health and safety management are developed and reviewed regularly.
- Must ensure that all school activities are organised and have sufficient arrangements and resources; to ensure that health and safety can be managed effectively.

As Policy Makers the Governing Body;

- Must ensure that those who have been assigned specific responsibilities in school for H&S have been identified, this has been communicated, and adequate training or instruction has been given.
- Must ensure that sufficient competent persons are in place to advise the school on H&S issues.
- Will set H&S targets (with Planners) to improve H&S performance.
- Is required to monitor that the H&S targets are being met and the school is meeting health and safety obligations by checking that policies and procedures are implemented in accordance with requirements, and by reviewing Key Performance Indicators (KPI) of health and safety performance on a regular basis.
 - *Some annual KPIs are required by the County Council, the GB can also identify*

other indicators they wish to monitor.

- *The H&S Coordinator may be delegated the responsibility to collate these KPI's on the Headteachers' behalf (see **Assisters** below)*

- Seek advice from and receive reports from the County Council H&S Advisers and their School H&S Coordinator as appropriate and take actions as necessary.
- Ensure that the auditing of H&S takes place and that action plans are developed as a result of audit.
- The GB will ensure that all their decisions reflect the commitment of this policy and promote a positive culture towards health, safety and welfare issues.
- The GB will inform the Children and Lifelong Learning Directorate of any issue which has significant health and safety implications which cannot be resolved satisfactorily without their support and involvement.

Planners	
Headteacher Members of the School Leadership Team <i>School Governors</i> <i>Deputy/Assistant Headteacher</i> <i>Health and Safety Coordinator</i> <i>Heads of Dept</i> <i>Managers</i> <i>Premises Manager</i>	Develop the local plans to achieve corporate/school health & safety objectives. Develop management arrangements for the identification of hazards and control of risks within their area

The Planners will;

- Be familiar with the overall responsibilities laid down for **Planners** in the County Council Health, Safety and Welfare Policy.
- Take overall responsibility for the day to day health and safety management of the school and school activities taking place outside school premises.
- Determine the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Delegate duties to other members of staff any or all of the duties associated with the management of health and safety. *(It is clearly understood by everyone concerned that the delegation of certain duties will not relieve the Headteacher from the overall day to day responsibilities for health and safety within the establishment.)*
- As part of their management of health and safety;
 - appoint a Premises Manager (see **Implementers** below)
 - identify a member of staff who can act as a Health and Safety Coordinator (see **Assisters** below)
- Ensure that these staff receive appropriate H&S training.
- Ensure that all staff within the school are aware of their responsibilities with regard to Health and Safety issues. Where staff have specific duties in health and safety matters (e.g. First Aid/Fire Marshal), this should be identified clearly to everyone in the premises.
- Keep up to date with changes or updates in health and safety management by using the County Council or other resources and communications.

- Ensure that suitable and sufficient training, instruction and information is provided when required
- Set health and safety objectives as part of the school planning process.
- Include health and safety in staff objectives where appropriate and assess their performance against these objectives regularly.
- Advise Governors of the resources and arrangements needed to manage health and safety effectively as part of the school planning process.
- Communicate any health and safety actions outlined in the school planning process to relevant staff and governors.
- Develop management arrangements for the identification of hazards and control of risks (risk assessments), ensure these take place and that results are communicated to staff.
- Develop local policies and procedures as necessary for health and safety and ensure they reflect the overall CC Policy.
- Seek help from the CC H&S Adviser or other specialist to ensure that H&S Policy can be implemented effectively and advise the GB and/or the County Council (as necessary) where issues arise which cannot be managed at a local level, need additional resources or require external support.
- Ensure that an annual **Premises H&S Evaluation** (inspection) of the premises is carried out, in line with the County Council Audit arrangements. (This duty may be delegated to other members of school staff)
- Ensure that an **Annual Self Audit** of the management of H&S is carried out, in line with the County Council Audit arrangements. (This duty may be shared with other staff such as SLT)
- Draw up any Action Plans required from the results of the Premises H&S Evaluation and Annual Self Audit and monitor these regularly.
- Take part in and cooperate with any **Internal Health and Safety Audit** which may be carried out by the Directorate H&S Team.
- Advise the GB and others of the results of any H&S monitoring (including KPI information) which takes place and of any actions required as a result of this.
- Consult with staff as necessary on matters of health and safety which may affect them at work.

Health and Safety Committee

The school may chose to establish a Health and Safety Committee which should meet regularly to consider health and safety planning and organisation, the implementation of policies and to review and monitor performance. Where Health and safety is integrated into the strategic planning meetings of the school a separate meeting may not be required. It is recommended that H&S is a regular agenda item in these meetings. An annual report to the Governing Body outlining achievements against the H&S plan and annual KPI's should be considered by Planners and Implementers, the school's Health and Safety Coordinator may be responsible for collating this information (see **Assisters**) for their consideration. As a minimum, the report will contain a summary of accident and ill health statistics for the current year and will suggest health and safety targets and priorities for the forthcoming year.

Implementers	
<i>Headteacher (also Policy maker, Planner)</i> <i>School Leadership Team (also planners)</i>	Ensure that workplace precautions and safe systems of work are developed in order

<i>Heads of Department (who may also be planners)</i> <i>Teaching Staff [Including supply teachers]</i> <i>Managers</i> <i>Premises Managers</i> <i>Teaching Assistants</i> <i>Learning Support Staff</i> <i>Admin Staff</i> <i>Site Supervisor/Caretaker</i>	to identify hazards and control risks. Ensure all the systems are working effectively
--	--

The Implementers will;

- Maintain an understanding of the Health and Safety Policies of the County Council and those developed within school
- Demonstrate commitment to the management of health and safety by:
 - Setting a good example to others
 - Promoting good practice
 - Identifying H&S problems and rectifying them if possible
 - Challenging poor H&S performance or attitudes
 - Communicating regularly about H&S
- Be responsible for and take the lead on implementation of health and safety policies and any arrangements which have been developed by the Policy makers and Planners.
- Understand and own the plans in place for H&S as part of the overall school planning process monitor progress in these areas and advise planners of the results or any deficiencies.
- Ensure that any personal targets set by Planners are achieved, feedback any issues identified in this process.
- Ensure that individuals have health and safety objectives as part of their annual review process (these may reflect the overall H&S plans)
- Encourage participation in H&S and ensure that communication about H&S issues takes place.
- Assess new and existing work activities for hazards, ensuring that risk assessments are in place, control measures implemented (safe methods of work/Personal Protective Equipment etc) and the results of risk assessments communicated.
- Ensure that, where responsibilities for health and safety have been delegated to staff members, these roles are properly assigned and understood by employees in their teams/areas.
- Ensure that staff in these roles have received appropriate training.
- Ensure that there is sufficient information, instruction and training and resources available for staff in order for them to do their job
- Consult with staff as necessary on matters of health and safety which may affect them at work and receive health and safety reports from Health and Safety Representatives, responding as necessary.
- Supervise work adequately to ensure that good health and safety standards are maintained.
- Ensure that adequate monitoring of H&S takes place e.g. by taking part on Premises H&S Evaluations and carrying out own inspection of work areas.
- Carry out any reactive monitoring required such as investigation of accidents, near misses and occupational illness and ensure the information gained is used to improve H&S in the future.
- Avoid allocating “blame” to individuals who report accidents, illness or near misses,

-
- and ensure that all reports of this nature are managed effectively.
- Monitor H&S standards at the local level by retaining statistics to identify patterns and trends in events.
 - Seek advice from the CC H&S Adviser or other specialist as required.
 - Make use of other resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
 - *In addition to the above, Teaching staff are responsible for the health and safety of all pupils under their control whilst involved in organised work activities both on site e.g. classrooms, laboratories, workshops etc., and off site e.g. school trips.*

Premises Managers

In addition to the responsibilities above Premises Managers have specific duties laid down in the County Council Health, Safety and Welfare policy. These are reproduced here:

1. To maintain an understanding of County Council health and safety policy arrangements and the premise manager responsibilities detailed within them, and an awareness of relevant premise related health and safety legislation, issues and procedures and operating within these requirements;
2. To control contractors working on the premises, and ensure that hazard information has been exchanged and suitable risk control measures implemented;
3. Ensuring adequate security arrangements are maintained;
4. Ensuring the general cleanliness of the premises and that adequate welfare facilities are provided;
5. Arranging for regular inspection of the areas of the premises for which they are responsible to monitor that workplace health and safety standards are in effective working order and that a safe means of access and egress is maintained;
6. Ensuring that adequate fire safety arrangements and emergency procedures are implemented and maintained;
7. Ensuring that plant and equipment is adequately maintained;
8. Arranging for the regular testing and maintenance of electrical equipment;
9. Maintaining records of plant and equipment maintenance, tests, fire evacuation drills, fire officer inspections and fire extinguisher maintenance;
10. Ensuring adequate first aid requirements for the premises are formally assessed and adequate provision is made;
11. Ensuring that all premise related hazards are adequately identified, assessed and suitable and sufficient control measures implemented and monitored;
12. Undertaking thorough investigation of all premise related accidents/incidents. Ensure the availability of an accident book at each premise ;
13. Ensuring the adequate provision of health and safety notices and warning signs are prominently displayed and comply with the Health and Safety (Safety Signs and Signals) Regulations;
14. Ensuring that a copy of the Health and Safety Law Poster is displayed in an accessible location and the information on the poster kept up to date;
15. Maintaining a health and safety file on the premises in relation to any construction work covered by the Construction (Design and Maintenance) Regulations and make this available to contractors upon requests;
16. Ensuring that adequate systems are in place for the management of asbestos and control of legionella and excessive water temperatures;

17. To respond promptly to 'D1 Notifications' that is notification of a defect that could affect the health and safety of building occupants/visitors, informed to them by County Property Services as a result of a maintenance contact visit.

Assisters	
<i>Health and Safety Coordinators</i> <i>Health and Safety Advisors</i> <i>Occupational Health Professionals</i> <i>Specialist Technical Staff</i>	Have the authority, independence and competence to advise Directors, Managers and Employees (or their representatives). They may also be technical or specialist employees who have achieved a certain level of health and safety competency within their specialised field

Assisters act in a supportive role to managers and may use their authority, independence and competence to advise when required to do so

The Health and Safety Coordinator;

- Is familiar with the responsibilities of Assisters laid down in the County Council Health, Safety and Welfare Policy.
- Has the core duty to ensure that there is a system established for the management of health and safety – this planning and organisation must take place with the Planner(s) and Policy makers as necessary.
- Will keep up to date with Health and Safety issues and changes by making use of resources provided by the County Council to promote H&S at work (e.g. intranet/Newsletters)
- May take on certain functions such as communication, collation of statistics, coordination of H&S Evaluation/Audits as directed, but the overall responsibility rests with the Head of Establishment.
- May collate and produce an **annual report on Health and Safety performance including essential KPIs** (see Part 4) for Governing Bodies to view as part of their monitoring process. A template is available for this on the SLN/Health and safety Intranet site at <http://education.staffordshire.gov.uk/SchoolAdministration/HS/KeyDocuments/>

Employees
Irrespective of their position within the County Councils structure, everyone is regarded as an employee and therefore the employee duties within the H&S Policy apply to them.

Employees [including temporary & volunteers]

Employees – Irrespective of their position within the County Councils structure, All staff are employees and therefore all the employee responsibilities within the County Council Health, Safety and Welfare Policy apply to everyone. All employees in the establishment are aware of the responsibilities of Employees laid down in the County Council Health, Safety and Welfare Policy.

All employees have general health and safety responsibilities both under criminal and civil law. Staff must be aware that they are obliged to take care of their own safety and health whilst at work along with that of others who may be affected by their actions.

Employees must also co-operate with the governing body and senior management of the school so that they may fulfil any legal requirements placed on them as employers and/or persons in control of premises.

Pupils/students [This section should be drawn to attention of all pupils]

All pupils must be encouraged to follow all safe working practices and observe all school safety rules.

All pupils will:

- follow all instructions issued by any member of staff in the case of an emergency;
- ensure that they do not intentionally or recklessly interfere with equipment provided for safety purposes e.g. fire extinguishers etc.
- inform any member of staff of any situation which may affect their safety.

Staff Safety Representatives

Health and safety at work law provides for the appointment of trade union appointed safety representatives from amongst the employees. Where the governing body is notified in writing of such an appointment, the safety representative shall have the following functions:

- to investigate potential hazards and to examine the causes of accidents in the workplace;
- to investigate complaints by any employee he represents relating to that employees health and safety or welfare at work;
- to make representations to the Headteacher via the Deputy Headteacher on general matters affecting the health, safety and welfare of employees;
- to carry out workplace health, safety and welfare inspections;
- to attend any safety committee meetings;
- to co-operate with employers in promoting health and safety at work.

None of the above functions given to a safety representative impose any legal duty or liability whatsoever on that person. A safety representative is in no way obliged to carry out any or all of the above functions.

Part 2

Arrangements & Procedures for Health, Safety and Welfare

Barlaston C.E (VC) First School

The following procedures and arrangements have been established within our school to eliminate or reduce health and safety risks to an acceptable level and to comply with minimum legal requirements:

Accident Reporting, Recording & Investigation

The headteacher or senior member of staff should report any major accidents to the health and safety executive. Tel 01782 610181. All minor accidents must be reported in the school accident book and indicate location of accident, eg playground. The accident book is kept with the first aid boxes. Each entry must be dated and signed by the person dealing with the accident.

For all serious accidents, an Accident Form EDAF2 must be completed. These forms are available from the head teacher or the office and must be returned to the Head teacher for processing.

Serious accidents are defined as those, which involve death, a dangerous occurrence, a specified major injury, first aid treatment or result in absence from school. Details of accidents involving death, a dangerous occurrence or a specified injury should be telephoned to the county health and safety officer 01785 223121 Ext 6755.

Accidents at the swimming pool should be reported as if they had happened in school.

All head injuries should be reported to a first aider, head teacher or senior teacher. This is recorded on a "bumped heads" sheet and parents will be text before the end of school, telling them of the incident and warning them to look out for potential complications.

Monitoring Patterns

The Headteacher is responsible for carry out investigations and monitoring patterns and regularities of accidents which will be reported to the governing body.

Accidents to Children in the playground or on the field during playtime

In the case of minor accidents, the member of staff on duty should send the injured child to the staff room with another child in order that the injured child may be treated. In the case of an accident of a more serious nature, the injured child should be kept still at the site of the accident. A sensible child should be sent to the staff room or school office in order to obtain assistance from a first aider. The head teacher or senior teacher should be informed.

Accidents to Children in the playground or on the field during lunchtime

In the case of minor accidents, a supervisor with first aid responsibility should attend to the child. If, for some reason, the first aider is not on the playground, the child should be sent to the first aider dinner lady inside.

Accidents in school/ class

In the case of minor accidents, if appropriate the class teacher should treat the child. For other minor accidents, either send the child to the first aider (School secretary) or send for the first aider to come to the classroom.

In the case of a more serious accident, a sensible child should be sent to obtain assistance from the head teacher, senior member of staff or first aider.

Accidents to adults

Details of all accidents to adults must be entered in the numbered Accident loose-leaf book, which is kept in the secretary's office and a form EDAF2 is to be completed. This applies to cleaners etc during school holidays.

Adventure areas

To be inspected annually and results to be included in the schools health and safety file. To be inspected weekly by caretaker and results recorded in schools health and safety file.

Staff and parents need to be aware of the rules relating to the use of the adventure playground areas. Parents will be sent a reminder from time to time to remind them of the rules.

Early years area to be used by reception children at the discretion of teacher/facilitator.

Main playground area

For use by Rec – year 4 pupils

- A timetable is set up allowing a year group a day to access the adventure trail
- Children are not allowed on the trail until a member of staff is on duty on the playground
- The member of staff on duty will assess the condition of the trail and inform the children whether it is safe to use
- A sign in the solar dome indicates whether access is allowed, this should be changed by the person on duty. Red indicates the trail is not in use, green indicates the children can use it.
- The children must follow the behaviour rules on the trail; otherwise they will not be allowed to access it.
- The trail is not to be used unless there is adult supervision at all times

Asbestos

The headteacher is responsible for the Asbestos Record System Manual, location of manual, (in office in red file). All contractors need to note the contents of the Asbestos record prior to commencing work at school. Contractors must sign the Asbestos Record System Manual to signify they have noted its contents. Staff are instructed not to drill walls etc without first checking the manual. If any asbestos material is damaged this should be reported to the Headteacher in writing stating the nature of the damage and the location of the damaged area.

Badges and signing in and out book

All visitors must wear a badge to identify themselves in school, these are available at the entrance to the school and will be given to the visitors by the school secretary. All visitors will also be required to sign in and out of school, stating their name, reason for visit, car registration number, time of arrival and time of departure.

Bomb Alert

The alarm for this is same for a fire and the procedure is the same. However, on assembling at the far side of the playground, the nature of the alert will be declared by the Headteacher, senior teacher or other responsible persons at which time the critical incident policy will be followed.

If a bomb alert is received by phone, the following procedure should be followed:

LET THE CALLER FINISH WITHOUT INTERRUPTION, get the message EXACTLY and listen for clues to

Sex and age

Conditions effecting speech – intoxicated, laughter, anger, excitement, incoherency

Peculiarities –accent, mispronunciation, impediment, tone or pitch

Background noise

After the message try and prolong the call by asking

Where is the bomb?

When is it set for?

What kind of bomb is it?

Why are you doing this?

Who are you?

Note the exact time of the call

Write the message down immediately

Notify the police (999)

The Headteacher should be notified immediately after informing the police

Car parking and use of site by contractors/ visitors vehicles

The car park is to be used for employees of the school and visitors. Parents may use the car park if they are disabled or have disabled children. Parents may also use the car park to pick children up from school after 4pm. The car park can also be used for the loading or delivery of essential items, especially during busy seasonal events eg summer fayre. Parents are requested to use the footpaths available at all times. Children must not be allowed to play in the car parking areas.

Pedestrian access should always be by the side gates. No vehicle is to park in front of the gates.

Great care must be taken by all staff especially when accompanied by children in the car park area to ensure that delivery lorries or cars are not moving. It is not possible to restrict the use of the car park for delivery vehicles, so the use of the car park by staff is a potential hazard

Contractors

Contractors must be obtained from the county approved list. Health and safety information and agree safe working arrangements, risk assessments are to be discussed with the head teacher prior to the work taking place. Clearly organised liaison meetings will be timetabled. All contractors will be advised of school regulations regarding health and Safety issues as is practicable. The Headteacher is responsible for monitoring contractors working methods. If any members of staff are concerned about the working practise of any contractors on site, this must be reported to the Head teacher so swift action can be taken immediately.

Curriculum Safety

Pupils must be suitably supervised at all times, no teacher must leave their class unattended , even for a short space of time, unless there is a suitable member of

staff to cover them. Staff must continually assess the nature of each activity as it arises and ensure that pupils and fellow members of staff, including volunteers are not placed in a situation that could compromise their safety. Appropriate guidelines should be followed for the teaching of Design and Technology and PE (especially swimming) in particular and reference should be made to publications that support the teaching of these subjects in a safe manner. Guidelines are:

- PE – Safe practice in P.E
- Design and Technology _ safety statement in D/T policy
- Science – safety statement in science policy
- Swimming – safety statement at Alleyne's pool and in school H/S file

Risk assessments should be carried out for any activities that carry potential hazards. When visiting the swimming pool, staff need to ensure that there are two staff on the coach, and that there is adequate supervision in the changing rooms. If, for any reason, there is a problem at the pool. eg suspicion of the water quality, lack of safety guidelines, lack of first aid support, then the lesson should be stopped and the children returned to school. The matter will then be investigated by the Head teacher or senior member of staff.

Education Visits/off site activities

The Head is the school visits co-ordinator. The educational visits file with all relevant forms and information is in the secretary's office.

All educational visits should be planned well in advance. There should be sufficient adult help to make the visit as safe as possible. The younger the child the greater the supervision required. If the visit requires the children to walk along the canal or near a busy road, extra supervision is required. The appropriate adult /pupil ratio should be checked using the documentation in the staffroom as a guide.

Prior to any visit the form EVC1 must be submitted to the senior teacher for preliminary approval

Once approval is received a risk assessment form must be filled in and submitted to the head teacher for checking. This will be kept in the educational visits file.

Where required the LEA will be informed of a school visit.

On admission, parents are asked to complete a permission slip for their child which will cover all regular off site activities, to include, visits to the library, the church and the village green.

For all other visits:

Parents should be informed in writing in advance and must give their permission for their child to take part.

A first aid kit will be taken

Incidents should be reported on return to school as if they had taken place in school

If pupils are travelling by coach, a reputable county approved company would be used with fitted seatbelts. Occasionally, pupils are transported in small groups to sporting events in teachers' cars. We ensure that the teacher has appropriate insurance, and we seek parental permission. Also we ensure that car booster seats are used and that children are appropriately belted in.

Volunteers are required to undertake a DBS check to ensure they are suitable to

have access to children..

Where parents are requested to use their car to transport pupils to support a school visit, then a parent transport volunteer declaration form must be filled in and checked prior to the visit.

If pupils are being transported by car, and require booster seats, they must not travel without them.

Drugs & Medications

If a child needs to take medicine during school hours the parent needs to fill in a form stating the dose and time to be given. Four dose prescriptions only will normally be administered. Under special circumstances prescribed three dose medicines may be given. This medicine will be kept in the school office. A designated first aider, Head teacher or senior teacher will administer the dose as requested in the permission letter.

Under no circumstances should medicine be given to a child that has been prescribed for another child, even if they are brothers and sisters. Before the giving of any medicine the child's names should be checked against the bottle to ensure the correct medicine is administered to the correct child. These points have recently been reviewed, special instructions have been issued to school from the LEA with guidelines for the administration of medicines. This is recorded on an individual form and signed by the person administering the medicine.

Any child that needs special medication or medication on a regular basis will require a care plan drawn up between the home, school nurse and school. These paragraphs contains only a summary on the administration of medicines. Further details are available in the policy Administrations of medicines on school, copies of which are in the entrance lobby

Electrical Equipment [fixed & portable]

[PAT testing takes place every two years. Records of testing are available in the school office. Staff are not to use personal electrical belongings in school. Frequency of visual inspections by users, and through examination by competent person, who maintains the record of inspection, any limitations on bringing personal items to school. Who undertakes examination of fixed installation, how to report defective equipment. Who inspects equipment in different or more specialised parts of the site such as school kitchens, science laboratories or Design and Technology rooms]

Fire Precautions & Procedures

The Headteacher is responsible for undertaking & reviewing fire risk assessment, which will be completed yearly and arrangement of drills, which will happen termly and procedures to be followed. Staff are fully aware of evacuation procedures, assembly points, and follow these in calm manner. The Headteacher is responsible for the maintenance of fire exits /escape routes, maintenance of fire extinguishers, staff training, calling the fire service, testing the fire alarm, emergency lighting etc.

ALL FIRE EXITS MUST REMAIN CLEAR AT ALL TIMES, all staff need to check that their fire escape route is clear of hazards.

The first duty in the event of fire is to prevent injury or loss of life

Staff and supply staff should make certain that you are familiar with all means of escape and know what to do in the event of a fire

If a person discovers a fire, they should, sound the alarm by operating the nearest fire alarm point

The senior person in charge should ensure that the Fire Brigade is called immediately and will then go to the place of assembly
The place of assembly is the playground for all pupils and staff.

On hearing the fire alarm

Staff should see that any doors surrounding the fire situation are closed and ensure that persons in your charge leave the building by the nearest available escape route and go to the assembly point. Staff must shut the doors behind them and take the registers with them

On arrival at the assembly point

Staff need to check to see whether all persons in their charge are accounted for and notify the senior person in charge immediately of the result. If anyone is missing, staff should give the name(s) and likely location(s)]

The senior person in charge will notify the fire brigade officer, on his arrival, whether all persons are accounted for. On no account should anyone re-enter the building until informed by a fire brigade officer that it is safe to do so.

Fire Drills

The Headteacher or senior teacher will ensure that a fire drill is held once a term and recorded in the school logbook or briefing sheet which is kept in the fire health and safety file in the school office. Fire drills should be treated as real fires. All staff have responsibility of ensuring they take a roll call as applies in a real fire situation.

Fire Extinguishers

Fire extinguishers will be checked annually as arranged by S.C.C. A certificate is held in the health and safety file located in the school office. Positioning of the fire extinguishers are on the school fire maps in each classroom. Staff need to inform the head teacher if they suspect an extinguisher is faulty. The training in the use of fire extinguishers will be given to all staff as soon as is practicable.

Fire Risk Assessment

This is reviewed yearly by the Headteacher and is kept in the school office

Fire Alarm System

The site janitor should test this once a week. A record of each test should be kept in a book designated for this purpose, which will be kept in the school office.

First Aid

Mrs P Barlow, Mrs Jackson and Mrs Fox are fully trained first aiders (Paediatric). Mrs A Barlow, Mrs Miller, and Mrs Bond has schools first aid training. The main first aid box is located near to the staff room and another first aid kit is located in the Children's Centre near to the kitchen area. A small first aid kit is taken outside by staff at dinner time. The caretaker checks the contents of the boxes and refills them appropriately.

Only dressings, which are individually wrapped and sterile should be used. Rolls of plaster, cotton wool or lint are not permitted. Scissors should not be part of first aid kits.

Hands should be washed before and after dressing wounds. Plastic gloves should be worn in order to avoid contact with body fluids. Plastic gloves are kept in the first aid boxes. Dirty wounds or surrounding skin should be lightly rinsed with running water and dried with a paper towel. A sterile dressing should be applied. Antiseptics should not be applied and should not be kept in first aid boxes.

A list of permitted contents is attached to each first aid box. All materials used for cleaning up body fluids, i.e. sick, blood etc should be placed in a yellow bag, which should be removed from the school and taken to the main bin. Wood shavings should be used in emergency to absorb fluids.

Should an ambulance be required, it will be summoned by the headteacher or secretary. A member of staff will accompany the child/ adult in the ambulance. Parents will be notified immediately. Arrangements will be made to ensure that the pupils remaining at school are adequately supervised.

Gates

It is the responsibility of the caretaker to lock and unlock the gates first thing in the morning and last thing at night. It is the responsibility of the caretaker to lock the gates once the parents have left, in the morning and for the secretary to unlock them at the end of the school day to allow parents onto the playground.

PE/ Gym Lessons in Hall

Children must not enter until they have been told to do so by the teacher taking the lesson.

Children must not arrange apparatus until they have been told to do so by the teacher.

Children must not get on, move or even touch apparatus until they are told to do so by the teacher.

During normal school activities, the school PE equipment, other than the benches, should not be used for additional seating by children unless directly specified by the head teacher.

The siting of PE mats in the correct safe place is of utmost importance. However PE mats are not safety mats and are not adequate to be used to break a fall.

Rules regarding swimming are available at the swimming baths and all adults accompanying pupils must make themselves fully aware of the procedures.

Handling & Lifting

Training on health and safety, which included guidance on manual handling was given to the school caretaker in May 2010. Additional support and risk assessments have been carried out by the school's health and safety officer to provide guidance on specific tasks. There is a trolley used to move staging and chairs. Help is given when moving larger items of furniture eg tables.

Hazardous Substances (COSHH)

All hazardous materials should be stored under lock and key. Each hazardous material should be kept in its original or suitable container, which shows the hazard concerned. Contract cleaners are on site and hazardous materials are kept

in their locked storeroom. A book containing a list of all hazardous materials stored in the school is kept in cleaner's storeroom with copies in the Health and Safety file, in the secretary's office. This book also lists the hazards, uses, extent of exposure of employees, details of control measures, protective equipment and precautions specific to each material. Children should not be allowed to handle hazardous materials.

Health and Safety Advice

Mr Dean Willets is the county Health and Safety Officer for our school. He is an advisor from the county. Health & Safety Team, Children and Lifelong Learning Directorate, Staffordshire County Council, tel: 01785-278855, Advice may also be obtained from occupational health, joint property unit, and fire officer

Holiday Procedures

The LEA guidelines needs to be carefully adhered to ensure that the school premises are kept safe during holiday periods. A copy of the LEA guidelines are kept in the Health and Safety file in the school office.

Housekeeping, cleaning & waste disposal

The cleaners clean the school every morning (school days) appropriate signage is on display when cleaning is taking place. eg signs for wet floors. Rubbish bins are emptied every day into the main external bins in black bags. The outdoors bins are emptied weekly, more often if required. Arrangements to ensure premises are kept clean, to minimise accumulation of rubbish, arrangements for wet floor cleaning to minimise risks of slips, glass and other sharp objects would be disposed of by wrapping the glass and placing it in secure packaging and disposing of it in glass disposal bins in the village. Security/external waste bins are located in the driveway to the school, away from the school building but easily access for emptying.

Illness of children during school hours

If a child is unwell, advice should be sort form the headteacher or senior teacher as to whether they need to be sent home, and arrange to notify the parents.

If a child vomits, the child should be sent home as soon as their parent is available. Send a child with a message to the school secretary who will notify parents. The child will remain under the supervision of the first aider until they are collected.

Jewellery

As stated in the PE policy. The wearing of jewellery in school by children is not appropriate. However, a watch may be worn. Small earrings may be worn so long as pupils follow the regulations for PE and swimming. If a child is unable to remove his or her earrings they will not be allowed to take part in PE activities. This is in line with LEA policy. In some circumstances earrings may be taped where removal is impossible (recently pierced ears)Taping must be done before school by the parent or by the child before the lesson.

Lettings/shared use of premises

All outside users must have their own Health and Safety Policy plus adequate insurance cover, as the school cannot be held responsible for any accidents during

activities related to these users. A Health and Safety briefing will be held for outside users outlining these requirements prior to the commencement of a letting. PTA events are covered by PTA insurance, but at school fetes and discos the school policy must be adhered to.

The school has a public entertainments license and ensures that emergency lighting complies with LEA guidelines

Lone Working

[A risk assessment is in place and where possible, lone working is to be avoided. The caretaker, at times needs to work on site when the children are not present, and this will involve lone working]

Maintenance / Inspection of Equipment (including selection of equipment)

[Details of what equipment requires periodic inspection, examination, testing. List types of equipment e.g. ladders and steps, fume cupboards, other extraction systems, PE equipment, D&T machines, lifts & lifting equipment, pressure cookers, autoclaves, fire alarm and smoke detection, emergency lighting, fire extinguishers, panic alarms etc, type of check required and frequency, who undertakes the checks and what records must be kept. When new equipment is required, who selects this and defines whether it is suitable, who ensures that equipment is installed correctly]

Monitoring the Policy and results

The policy is reviewed annually and this is the responsibility of the headteacher. The headteacher completes a weekly health and safety walk and records any items that need attention in the caretaker's book to be attended to. Two members of the premises committee complete a yearly health and safety check in October and report the findings to the head teacher and the governing body. The Health, Safety and Welfare Self Audit Tool is completed yearly by the headteacher and submitted to county. Should staff identify health and safety issues, these are recorded in the caretaker's book and discussed at staff meetings

The governing body are presented with a health and safety report annually.

Pond

The pond is situated in the fenced garden and the gate must be kept locked when the garden is not in use. There is a combination lock on the gate and the code is kept in the secretary's office.

Children must be supervised at all times in the pond area. There is a separate risk assessment for the pond.

Poster on Health and Safety Law

The headteacher is responsible for siting this poster and keeping it up to date

Reporting Defects

Hazards should be reported to the head teacher and recorded in the caretakers book in the staffroom which is looked at every night, and issues attended to.

Risk Assessments

The headteacher is responsible for ensuring RA's are undertaken, arrangements

for undertaking special RA's (such as for staff who are pregnant or who have health problems), and for reviewing them arrangements for periodic review of RA's yearly

Safety procedures for children entering school at the start of each session.

8.55 Children line up in classes and are met by their class teacher and led into school

No child is allowed into the classroom or cloakroom unless the teacher or teaching assistant is present.

On wet mornings the children will be supervised in the hall by the head teacher, until the children are collected by their teacher at 8.55

At the start of morning and afternoon break, the children will sit in their class lines in the hall and will be escorted onto the playground by the member of staff on duty. At the end of break, a child will be sent to the staffroom to inform the staff that break time was over. Staff will come onto the playground to collect the pupils and take them into class. Staff will collect the pupils at the end of dinnertime also.

Signing in/out book

When children arrive late for school for any reason the adult bringing them to school needs to sign the book located in the entrance area. Similarly when a child leaves during school hours for any reason eg dental appointment, the responsible adult must sign the book and give a reason for taking the child out of school.

Slipping and Tripping

It is the responsibility of the staff to ensure they are wearing suitable footwear for their duties. Care must be taken when walking on wet or frosty paths or snow covered areas to ensure that the path is safe. Wet floors should always have a warning sign positioned on them. Care must also be taken when walking on the hall floor at lunchtime when waste food may be present prior to its being cleared and when children enter the school from the playground if suddenly caught in the rain, as the floor will be wet.

Smoking

Staffordshire Local Authority has a policy of NO SMOKING on all their premises. This means all areas of the school both inside and outside are designated NO SMOKING. Parents as well as staff are required to comply with this policy and periodic reminders will be issued via the school newsletter should the problem arise.

Staff Consultation and Communication

Health and Safety issues are addressed by the premises committee who meeting termly, sometimes each half term, or when more often if a need is identified.

Health and Safety is an issue on every governor meeting. Staff can raise concern at committee meetings, but usually they are communicated verbally to the head and recording in the caretaker's book to be actioned. The minutes from premise/health and safety meetings can be found in the health and safety file located in the headteacher office.

Stress and staff Well-being

The school has informed staff of the support available from the LA to help cope with the stress at work. All staff must inform the headteacher if they are unable to cope with the stress of work. The head teacher will support and advise where possible. It is the school ethos that we should all support each other whenever possible. Wellbeing risk assessment and policy are in place

Strangers

Any unknown person found on the premises by a member of staff should be challenged in a friendly and polite manner in order to ascertain their business in the school. Children should tell a member of staff if they see a stranger on the premises and not engage in conversation with them.

If a person is acting suspiciously within the local vicinity, then local schools will contact each other to warn of the person

Suspected Child Abuse

All cases must be reported to the Child Protection Officer (CPO) who is the headteacher and in her absence, the senior teacher, Mr Gordon, who is the deputy child protection officer.

Social services should be consulted as to the presence of the child protection list.

Express concern and decide whether Social Services need to take further action. A record of concerns must be kept, and passed to the CPO for safekeeping

20. Training and Development

New staff are given a copy of the staff hand book and have a separate briefing on health and safety arrangements, including fire evacuation procedures, working at height etc. The new member of staff will be given the health and safety policy to read, along with other policy documents. The briefing will be carried out by the Headteacher and uses the county induction pack.

21. Use of VDU's / Display Screens / DSE

The school secretary is the main VDU user, and needs to report any defects to the Headteacher to ensure safe working practices.

Computer projectors in use with interactive whiteboards could constitute a potential risk, therefore the following steps must be adhered to:-

- Projector will be turned off when not using whiteboard and during all breaks, lunchtimes etc when a member of staff is not supervising the classroom.
- Staring directly into the projector beam is avoided at all times
- Standing facing the beam is minimised. Users, especially pupils and students should try to keep their backs to the beam as much as possible. In this regard the use of a pointer or stick to avoid the need for the user to enter the beam is advised
- Pupils and students are adequately supervised when they are asked to point out something on the screen

22. Vehicles on Site

The car park area for staff is small and parking, manoeuvring of vehicles has to be done with care. However, the car park is away from the children and at no time

will any children be walking across the car park unsupervised. Delivery lorries and other large vehicles due on site do not use the car park area as the children are entering the school in the morning or leaving at the end of the school day. Parents are made aware of the need to drive with care when approaching and leaving the school and not to reverse into the school gate way, or park in the car park area.

23. Violence to Staff / School Security

Visitors enter a lobby and can not access any further into the school within the releasing of the securing door into the main building. Visitors have to sign in and out and are requested to wear a badge. Staff are aware of the need to report any verbal or physical violence straight to the headteacher where it will be dealt with appropriately.

Staff are aware of using steps and ladders carefully and to an appropriate height, and know not to stand on chairs or tables when putting up displays. The caretaker completed health and safety training in May 2010 and guidance was given on care when working at a height. Ladders are checked for damages every month and recorded in the caretakers file which is kept in the office.

24. Water Hygiene

Checks are carried out by Hertel every six months and a risk assessment is carried out every two years. The outlet water temperature is recorded monthly by the caretaker and recorded in the Water Hygiene Record Systems Manual which is located in the school office

36. Work Experience

There is no need for older children, attending school for work experience to be DBS checked as they come with the assurance from their school or college. They will receive a safety briefing and will be supervised as necessary. Arrangements for assessing potential placements will be the responsibility of the Head teacher. There will be an induction that will make reference to fire exits, fire procedures, health and safety policy, child protection, confidentiality and daily signing in and out procedures

Local Health and Safety Key Performance Indicators (KPI's)

It is important that managers can monitor the health and safety performance of their premises in order to determine where progress is being made and where further actions and resources may be required.

Training needs must be addressed – re caretaker

The County Council Health Safety and Welfare Policy also requires feedback on certain KPI's more details of these can be obtained from your Health and Safety Adviser.

Policy Review Summer 16